

CA20N
485
-Z003



1/11

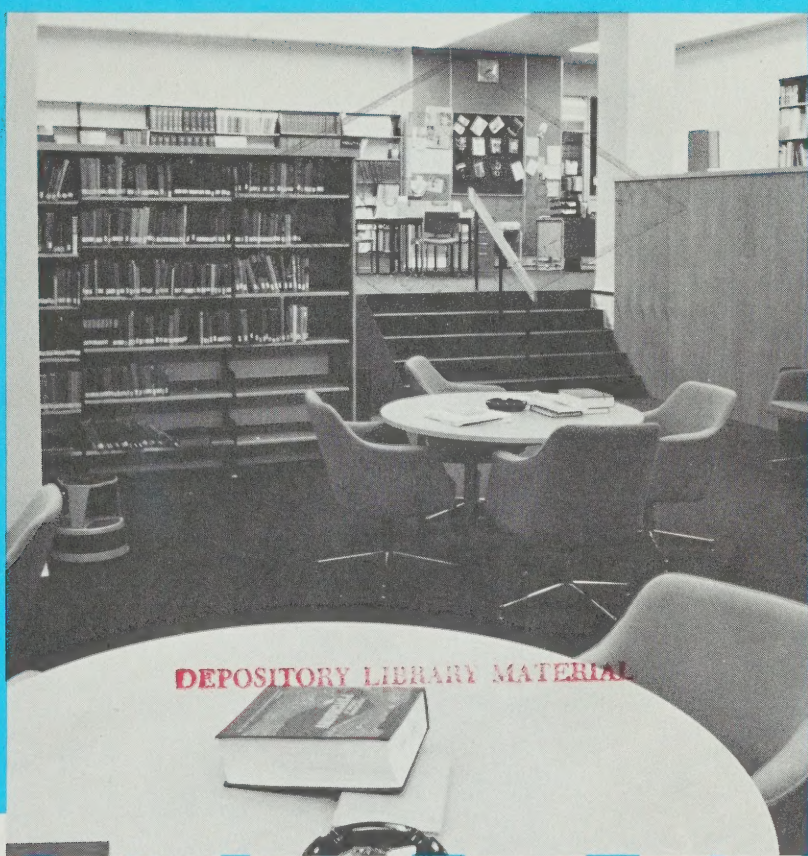


Government
Publications

ADDICTION RESEARCH FOUNDATION



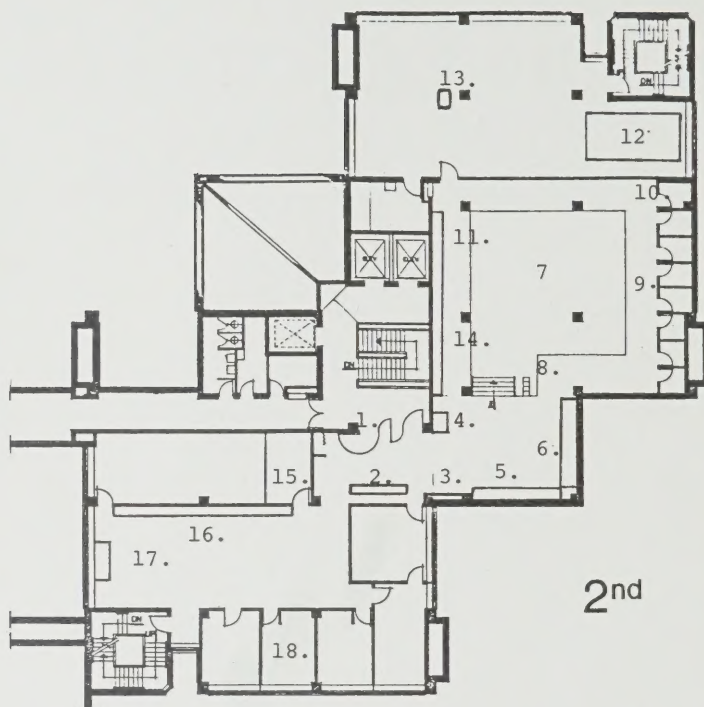
3 1761 11893828 1



DEPOSITORY LIBRARY MATERIAL

LIBRARY

FLOOR PLAN OF THE LIBRARY



2nd

1. Main entrance to the Library
2. Circulation desk
3. Subject Catalogue
4. Author/Title and Subject card catalogue
5. Abstracts and Indexes
6. Vertical files
7. "The Pit" - book and report collection
8. Current Issues of journals
9. Study carrels
10. Audio-cassette and slide unit
11. Back issues of journals (1970 - current year)
12. Stack room (issues of journals up to 1969)
13. Video-cassette unit
14. Journal Holdings List
15. Xerox machine
16. Reference material
17. Classified Abstract Archive of the Alcohol Literature (CAAL)
18. Film collection

INTRODUCTION

The Library of the Addiction Research Foundation affords the unique opportunity for residents of Ontario to pursue the study of alcoholism and drug addiction.

The Foundation's central Library at 33 Russell Street houses a collection of books, reports, journals, reprints, abstracting and indexing sources, bibliographies and other reference material, as well as audio-visual aids. Although the collection is intended primarily for reference research purposes, some of the materials are available for loan to interested individuals who are not staff members.

The information on the following pages is intended to provide the Library user with basic information on the collection and how to use the resources which are available to him.

LIBRARY HOURS

Monday - Friday 9 a.m. - 9 p.m.
Saturday 10 a.m. - 3 p.m.
(Summer and Holiday hours will be
posted)

For more information, write or call:

The Library
Addiction Research Foundation
33 Russell Street
Toronto, Ontario M5S 2S1
Phone: 595-6144

HOW TO USE THE HANDBOOK

This handbook is divided into four main sections and includes a floor plan of the Library as well as an index to the handbook.

Any new Library user is advised to read the tour section, since it will provide answers to questions of location of resources and how the system functions.

The other sections are more specific and should be referred to as the need arises. The index section should help to guide you to answers to specific questions.

In all sections, the numbers in brackets refer to areas on the floor plan of the Library.

CONTENTS

Floor Plan of the Library	2
Introduction	3
How to Use the Handbook	4
Policies and Procedures	5
A Tour of the Library	9
How to Use the System	14
Other Services and Activities	17
Index	19

POLICIES AND PROCEDURES

1. Borrowing Print Material

As a resident of Ontario, you are permitted to borrow material from the Library. Individuals who are not in the Toronto area are advised to visit their local ARF branch, most of which have small library collections. These Regional Offices have access to the main Library at 33 Russell Street and often borrow material which is not available at their own office.

Although much of the print material may be borrowed, rare books, subudies, and reference material do not circulate.

The availability of material to various types of Library users is summarized in Table 1.

In order to borrow Library material, users are requested to complete triplicate forms by clearly printing the complete information as illustrated in Figure 1.

Non-staff borrowers are issued a Library Card and may fill in their Card number in the section designated for address. Again, we must stress the importance of completing these forms properly. For books and reports, the information found on the book pocket inside the back cover of most items will provide the author's name, title, call number, and copy number. For reprints, the information will be found on the tab on the top of the file folder. All of the information on the triplicate form must be printed.

After completing the form, the triplicate will be separated and stamped with a due date. We expect that the material will be returned by the due date.

Generally speaking, material which has not been reserved by another individual may be renewed by phoning the Library and providing the appropriate details. It is hoped that only one renewal on any one item is necessary.

Table 1 AVAILABILITY OF LIBRARY MATERIAL

	Staff at 33 Russell Street	Staff in Regional Offices	Ontario Residents	Canadian Libraries
1. Books	unlimited for 3 weeks	unlimited for 3 weeks	3 books for 2 weeks	3 books using proper ILL forms
2. Reprints	unlimited for 2 weeks	unlimited for 3 weeks	6 reprints for 2 weeks	non-circulating
3. Journals	unlimited for 1 week	non-circulating	non-circulating	non-circulating
4. Reports	unlimited for 2 weeks	unlimited for 3 weeks	as a book for 2 weeks (some restricted)	as a book using proper ILL forms (some restricted)
5. Theses	unlimited for 2 weeks	unlimited for 3 weeks	non-circulating	non-circulating
6. Substudies	unlimited	unlimited	non-circulating	non-circulating

Journal Triplicate

LIBRARY (595-6144) ADDICTION RESEARCH FOUNDATION 33 RUSSELL STREET, TORONTO	
PLEASE PRINT HEAVILY	
Date due -----	DUE ▶ JUL 4 1974
Journal title -----	JOURNAL CON. MED. ASSN. J.
Volume number -----	VOLUME 110 NUMBER 11
Copy number -----	DATE JUNE 8, 1974 COPY #1
Borrower's name -----	NAME B. JONES
department -----	DEPT. OR ADDRESS Social Studies
phone -----	TELEPHONE 6164 DATE JUNE 27, 1974
	FORM 507

Journals - blue form

Books, Reprint, Thesis or Report Triplicate

LIBRARY (595-6144) ADDICTION RESEARCH FOUNDATION 33 RUSSELL STREET, TORONTO	
PLEASE PRINT HEAVILY	
Date due -----	DUE ▶ JUL 11 1974
Call number -----	CALL NUMBER M 408 AUTHOR CARKHUFF, ROBERT R.
Copy number -----	CRR.3 TITLE DEVELOPMENT OF HUMAN RESOURCES
Borrower's name -----	NAME L. HOOPER
card number -----	DEPT. OR ADDRESS 731 947
phone -----	TELEPHONE 497-2513 DATE JUNE 27, 1974
	FORM 508

Books, reports, theses - white form
Reprints - yellow form

Figure 1

2. Borrowing Films

The Library holds a collection of 16mm films which are available for loan at no cost to residents of Ontario. Film lists are available upon request. Individuals who are not in the Toronto area should visit their local ARF branch office to make arrangements for loaning films.

Arrangements for length of loans may be made when the film is booked, but it is expected that the films will be returned by the due date in order that the next borrower is not inconvenienced.

The borrower assumes full responsibility for the film and agrees to replace the film if it is lost or damaged.

Films which are mailed to borrowers are sent first class mail and it is expected they will be returned first class. Audio-cassettes, video-cassettes, and slide presentations are available for use in the Library and may not be borrowed.

3. Photocopying

At the present time, you may have material copied at a rate of \$0.10 per xeroxed page. All orders must be prepaid and arrangements for this photocopying may be made at the main circulation desk (2). As a result of many requests for reprints of articles, the Library has opened deposit accounts for individuals to take advantage of the photocopy service. This allows the user to "draw" from an initial deposit and eliminates the necessity of enclosing payment with each order.

4. Study Carrels

Study carrels (9) which have not been reserved for staff use may be used by individuals who wish to do independent study.

5. Enclosed Balcony

The balcony area which contains the video-cassette unit (13) and stack room (12) may also be used for relaxed study purposes, or quiet discussion groups.

A TOUR OF THE LIBRARY

The Library is located on the second floor of the tower building in the 33 Russell Street complex.

Circulation Desk (2)

As you enter the Library through the main door (1), you will be facing the circulation desk (2) where you may return Library materials, be issued with a Library Card, sign out print material, or make enquiries.

Classification Scheme (3)

The Subject Catalogue (3) divides the Library collection into 20 main classifications and at the present time 250 subcategories. This classification system was designed for the Library and allows for expansion of categories where there is high publishing activity, and also permits the user to more specifically define his request for information.

All books, reports, reprints, and reference material have been classified using this system.

Researching information on all aspects of particular drugs is often more conveniently done using other abstracting sources.

Card Catalogue (4)

All books, reports, theses, reprints, and reference material are represented in the main card catalogue which has been divided into Author/Title and Subject sections. The types of cards used are illustrated in Figure 2.

On each of these cards, the specific location of the book or report is indicated by the letter - number - letter combination, and for reprints, the subject classification is a letter - number combination.

In this same card catalogue, a title card will appear for each book, report, and thesis.

All cards in the Author/Title card catalogue are filed alphabetically with the exception that "The", "A", and "An" are ignored for the purposes of filing.

The Subject card file is found next to the Author/Title card file, and contains one card for each book, report, thesis, and reference item. These cards are arranged according to the Subject Catalogue in shelf order.

Types of Cards

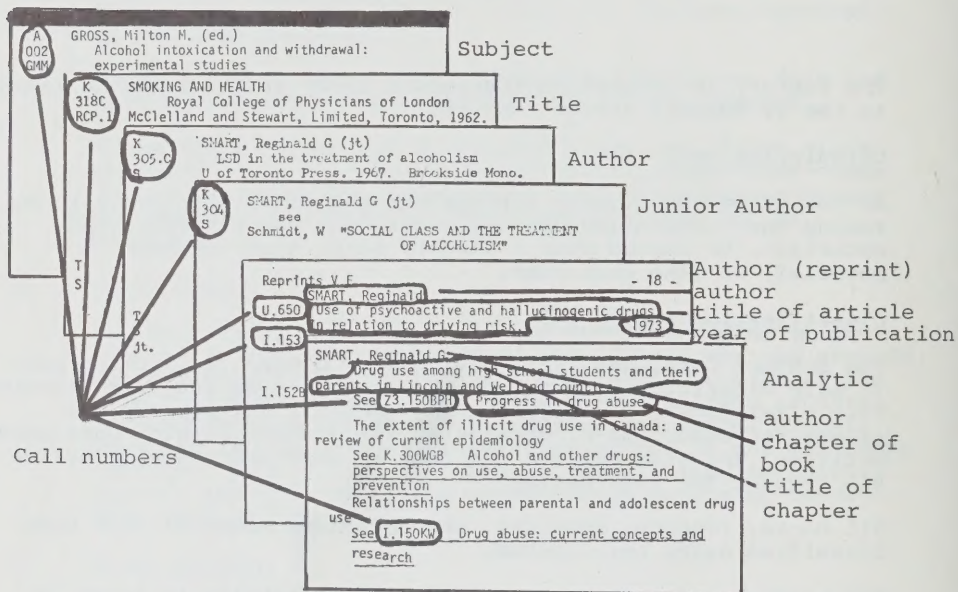


Figure 2.

Abstracts and Indexes

These reference tools are arranged alphabetically by title and include many of the standard reference works found in most technical libraries. Several special sources may be of particular interest for specific projects dealing with alcoholism or drug abuse. You would be well-advised to consult these sources before engaging in in-depth research on any project. Most abstracting and indexing sources will lead the user to articles which appeared in journals, reports, or in some cases, books. Many of the references which are cited will be found in the journals, reprints, books, or reports held in the Library. These sources, in combination with the Library classification scheme, are the key to finding material in the Library.

ARF Library Index Books

In these binders, you will find all of the books, reports, theses, reference material, and reprints which have been classified into the Library system. Each classification code which has been used is represented on a series of pages. Inasmuch as the items are listed in the order in which they have been catalogued into the collection, they will neither be in alphabetical order nor chronological order. Thus, on a series of pages in any given book, under any given classification code, you will find all of the material which has been classified under the subject heading which is held in the Library.

In another of these Index Books, we have listed all of the reports by the report code, and the same reports have been classified by the province, state, or country which is appropriate to the document. For example: you may be looking for a particular report but may not know that report by author or title, and may not be certain as to the exact topic. However, you may be aware that it was a report written about a particular aspect of drug abuse in Ontario. In this case, you could find the report by turning in the Index Book to the page which lists the reports from Ontario.

Tables of Contents (TOC)

The TOC contains the tables of contents of each journal which has been received in the Library during the given month. If you are interested in the publishing activity of certain journals, it is often more convenient to consult the TOC for a number of months, since individual issues of these particular journals may be out on loan.

ARF Substudies

These substudies have been produced by the staff of the Addiction Research Foundation and although they are not available for loan, they may be consulted in the Library. In accompanying three ring binders, you will find the substudies catalogued by author and by project number. The "Catalogue of ARF Research Projects and Reports 1951-1971," in combination with the supplement for 1972-1973 will provide the user with information on all ARF research reports which have been produced during these time periods. These catalogues include information on substudies, theses, reports, books, monographs, bibliographies, and journal articles which have been produced by our staff.

Vertical Files (16)

Generally speaking, reprints are made up from copies of journal articles which appear in journals that are not held in our Library. The reprints are filed according to subject classification and within each subject code, alphabetically by senior author. The filing cabinet at the extreme right end contains newsletters which are arranged alphabetically by title. All new books, reports, or theses are displayed in a section on top of these file cabinets for a period of approximately three weeks. If you wish to reserve any of this material, you may

record your name, address, and telephone number on the slip provided with each item. Before reserving any items, you should check the pocket on the inside back cover to be sure that it is not a "non-circulating" or "for staff use only" item.

Books and Report Collection (7)

If you proceed down the stairs into the "pit" area (7), you will find the books and reports filed according to their classification codes. Although you may borrow most of this material, some items are reserved for staff use only or are non-circulating. Signs have been posted indicating that we would prefer that you do not reshelve your material, but merely leave it on a table when you have finished with it.

Current Issues of Journals

Current issues of our journals are displayed around the pit area. These journals are arranged alphabetically by title, ignoring "The", "A", "An", and "Journal of." The shelving moves to allow for storage of the current year's issues of any given journal. As you proceed around the pit, you will notice on your right-hand side a series of study carrels (9) which you may use for independent study if they have not been reserved for staff.

Audio-cassette and Slide Unit (10)

The last carrel (10) has been equipped with an audio-cassette playback unit and slide presentation unit. Audio-cassettes are displayed in storage units which are labelled with the titles, and slide presentations are contained in carousel trays. If you need assistance in operating this equipment, you should ask for help at the circulation desk (2).

Back Issues of Journals (11, 12)

Continuing around the pit, you will find the remainder of the current issues of journals arranged alphabetically by title. Although this will change with time, it is generally true to say that the current year's issues of any given journal are found on the slanting shelving around the pit and the remaining issues of the journal back to 1970 are found on the shelving along the wall. (11).

Moving through the door to your right, you will be entering the enclosed balcony. If you turn to the right, you will find the remaining back issues of journals filed alphabetically in the stack area. (12).

Video-cassette Unit (13)

The balcony is an area reserved for relaxed study purposes. A video-cassette playback unit enables an interested viewer to preview films and video-tapes in a convenient manner. Although video-cassettes may not leave the Library, we do hold 16mm copies of all of the films. Operating instructions for this unit are provided, but should you have any difficulty with the equipment, a staff member would be pleased to assist you.

Journal Holdings List (14)

Leaving the balcony and proceeding towards the main entrance of the Library you will notice an index on the counter on your left (14) which lists our complete journal holdings in alphabetical order. The starting date for each periodical has been indicated as well as any irregularities in shelving position. It would be useful to consult this list before trying to locate back issues of journals.

Photocopying (15)

Passing by the main circulation desk (2) into the other section of the Library, you will notice on your right-hand side, a room containing the xerox machine (15). If you require any xerox work to be done, you may arrange for it at the main circulation desk. You will be notified then of any charges. ARF staff at 33 Russell Street are responsible for arranging for their own photocopy work.

Reference Material (16, 17)

Continuing past the xerox room, you will find on the shelving on your right, all reference material (16) such as dictionaries, directories, bibliographies, handbooks, and medical reference texts. As you continue, you will find statistical information as well as yearbooks and the Ontario Statutes.

At the end of this room you will find the Classified Abstract Archive of the Alcohol Literature (CAAAL) (17) which is the most convenient method of researching into the alcohol and alcoholism literature. The accompanying manual will provide the user with details to search for material. The CAAAL is a "needle - sort" retrieval system, which provides the user with citations and abstracts according to a given topic. Inasmuch as these cards are quite fragile, great care should be exercised when using this system. Again, if there are any difficulties, a Library staff member would be pleased to help you.

Films (18)

Our film collection is housed in T-214 (18). Arrangements may be made in this office to borrow any films we hold. It may be useful to obtain a film list from this office and preview some of the films on our video-cassette unit (13) before borrowing a specific film.

HOW TO USE THE SYSTEM

Obviously it is impossible to anticipate every question which individual users might have, and to summarize the answers. Instead then, we shall attempt to answer some of the general questions which are often asked. The numbers appearing in brackets refer to locations on the illustration of the floor plan of the Library.

1. How do I find material on a particular topic?

The easiest way to locate material related to a specific aspect of drug abuse is to first consult the Subject Catalogue (3) to determine an appropriate category. If the category in question is listed, the next step would be to consult the Index Books at the right-hand side of the abstract and indexing shelf (5). For example, if you were looking for information on marijuana, you would find it classified in the category I.153. You would then select the appropriate Index Book where you would find all of the books, reports, reprints, and reference material which has been classified into the Library system under the major heading of "Marijuana."

2. What if this is not enough information for me?

If you should require more information, bearing in mind that the Index Books would not include references to articles which appear in the journals that are held in the Library, you could then consult other abstracting and indexing sources, including bibliographies, which are classified in the reference section. Most of these reference works have indexes. The term most appropriate to your topic may be different in each source.

3. What is the best and most comprehensive means of finding information on alcohol or alcoholism?

The Library's Subject Catalogue classifies alcohol use and alcoholism from K.300 - K.317, and in other areas such as J.201 Industry, R.521 Skid Row, R.522 Chronic Drunk, R.524 Halfway Houses, U.650 - U.653 Traffic Driving, V.701 - V.715 Temperance, Y.750 Alcoholics Anonymous, as well as other areas depending on the particular aspects. If you should require more information you would be advised to take the time to do a search of the Classified Abstract

Archive of the Alcohol Literature (CAAAL) (17) to be sure that you have covered all of the literature. Since the CAAAL is approximately 18 months behind publishing activity, it would be wise to consult the "Quarterly Journal of Studies on Alcohol" for the past 18 months to be sure that you are aware of all citations.

4. If I should have a particular author in mind, how would I find information which may be available in the Library?

Author cards for all books, reports, reprints, theses, and reference material are arranged alphabetically in the Author/Title card file (4). The code numbers on each of the cards will indicate where the particular item is to be found.

5. How would I find a particular book or report if I only have the title?

Again, the titles of books, reports, and reference material are arranged alphabetically in the Author/Title card catalogue (4).

6. How would I find out about the research activities that have been going on in the Foundation?

As far as program information is concerned, you should visit the Information Centre on the second floor of the main building. If you are interested in research reports, you should consult the "Catalogue of ARF Research Projects" and any reports which have been done under the project title. In addition, you may wish to consult the Foundation's Annual Reports which are located in Z4 ARF.

7. How can I find out about films which are available?

The films are located in Room T-214 (18) where you may obtain a film list giving brief descriptions of each of the films which are available for loan. You may wish to preview the film on our video-cassette unit (13) before borrowing.

8. I know the author, title, and journal reference for a particular article. How do I find out if your Library has a copy of this article?

If the Library subscribes to the journal, it will be recorded in the Index (14) and you will find the journal shelved in the appropriate section of the Library. In some cases, we may not subscribe to the journal or we may not have held a subscription at the time of publication of the reference which you have. In this case, you should consult the Author/Title card catalogue (4) by checking the author's name against the cards. If we have a copy of the article in reprint, you will find the location code next to the title and will find the reprint filed alphabetically by senior author in the appropriate section of the vertical files (6).

9. What if I find that the item which I need is held in the Library but it is not on the shelf or in the vertical files?

In the event that you can not find a particular item, you would be advised to inquire at the main circulation desk (2) where we can check to see if it is out on loan. If it has been borrowed you may reserve it by filling out the appropriate triplicate form, and you will be contacted when it is available for loan.

10. Do I need a card for this Library, or do I have to pay an initiation fee?

Although there is no charge for taking out material, non-staff are required to fill out a standard application form and you will be issued with a library card. At this point you will be asked to produce identification, such as a driver's licence, or student's card. The library card should be retained and used each time you borrow material. The number on the card may be used in place of your address when filling out the triplicate forms.

11. What if the material I require is not in your holdings?

The Library operates an Interlibrary Loan system for staff members and most print material is available to us. We ask that you observe the due date on these items as it is important to continue our good relationship with other libraries.

OTHER SERVICES AND ACTIVITIES

Although we have outlined the main areas of interest for most Library users, the Library engages in other services and activities which have not been described elsewhere.

1. Acquisition List

The Acquisition List is a monthly publication which lists the books, reports, theses, reference material, new subscriptions, vertical files items, ARF substudies, and ARF research reprints, which have been received during the month, and it is distributed free of charge to residents of Ontario. ARF reprints which are listed on the last page are available at no charge to all recipients of the Acquisition List.

2. Interlibrary Loans

Non-staff may borrow items through their local libraries using the proper Interlibrary Loan Forms. Interlibrary loans are available to libraries within Canada only.

3. Topical Bibliographies

The Library is actively engaged in preparing and publishing bibliographies in the area of alcoholism and drug abuse. During the past year, four such bibliographies have been produced. These and other bibliographies in the series are available from the Marketing Department, Addiction Research Foundation, 33 Russell Street, Toronto, Ontario M5S 2S1. Details on cost of these items or other ARF publications are available from the Marketing Department.

4. Microfilming

The full text of all of the articles cited in the bibliographies which are produced by the Library are being prepared as 4"x6" microfiche. The top portion of each microfiche contains a eye-readable section which allows the user the opportunity of determining the full citations of the article without the aid of a reader.

Details on the cost of microfiche may be obtained by writing to the Marketing Department.

5. CAN/SDI Service

A computer search profile is developed to meet your individual interests. The computer searches the titles of articles for terms which appear on the profile and generates complete citations. Individual profiles have been developed for departments, although the Library has a common profile. This service is available to ARF staff and details are provided in the Library.

6. MEDLARS, MEDLINE, TOXLINE

Computer searches using the MeSH vocabulary are arranged through the Library for ARF staff. Charges for these are billed to your department. Information is available in the Library.

7. Books and Subscriptions

All books and subscriptions to periodicals are ordered and received by the Library. Purchase requisitions are completed by the individual departments and are forwarded to the Library. All items not held in the Library are charged to the department concerned.

8. Literature Searches

In-house literature searches are provided for staff at no charge. Usually, these searches yield a title list of articles from which you may choose relevant material. You are asked to provide sufficient time to complete this type of search.

9. Deposit Accounts

For non-Foundation organizations who order photocopies of articles, we have instituted a system of Deposit Accounts. Charges for photocopying are deducted from the initial deposit and you are sent a statement of your balance with each order.

10. Clinical Institute Reference Reading Room

Room 3001 contains clinical reference material for staff use in the room. The reading room is available 24 hours per day, but after 9 p.m. the Security Department will provide access.

INDEX

- Abstracts and Index 10, 14
 CAAAL 13
- Acquisition List 17
- ARF Library Index Books 11, 14
- Audio-cassettes 12
- Bibliographies 17
- Books
 ARF Library Index Books 11
 availability 6
 cards 10
 classification 9
 location 12
 ordering 18
- Borrowing Films 8
- Borrowing Print Material 5
 circulation desk 9
 forms 5, 7, 16
 Library Card 5
- Card Catalogue 9, 15
 types of cards 10
- Carrels 8
- Circulation Desk 9
- Classification Scheme 9
 ARF Library Index Books 11
 Subject Catalogue 9
- Classified Abstract Archive of
The Alcohol Literature (CAAAL) 13-15
- Computer Searches 18
- Deposit Accounts 8, 18
- Films
 borrowing 8, 15
 location 13
- Floor plan of the Library 2
- Hours of operation 3
- Interlibrary Loans 16, 17
- Journals
 availability 6
 back issues 12
 current issues 12
 listing 13
 ordering 18
 stack room 8, 12
 Tables of Contents (TOC) 11
- Library Card 5, 16
 circulation desk 9
- Literature Searches
 computer 18
 in-house 18
- Microfilming 17
- Ordering books and
subscriptions 18
- Photocopying 8, 13
 deposit accounts 8, 18
- Reference Material
 classification 9
 CAAAL 13
 location 13
- Renewal of loans 5
- Reports
 ARF Library Index Books 11
 availability 6
 cards 10
 classification 9
 location 12
- Reprints 16
 ARF Library Index Books 11
 availability 6
 cards 10
 classification 9
 location 11
- Searches
 computer 18
 in-house 18
- Slides 12
- Stack Room 8
- Subject Catalogue 9, 14
- Substudies
 availability 6
 classification 11
- Tables of Contents (TOC) 11
- Theses
 availability 6
 classification 9
- Vertical Files 11
- Video-cassette 8, 12

A.R.E. BIBLIOGRAPHIC SERIES

CULTURE AND ALCOHOL USE: a bibliography of anthropological studies (1967)

by Robert E. Popham and Carole D. Yawney

- citations of 448 papers, author index, \$3.00

AN INTERIM GUIDE TO THE CANNABIS (Marihuana) Literature (1968)

by Oriana Josseau Kalant

- subject index, \$3.00

NON-ALCOHOLIC DRUGS AND PERSONALITY (1972)

by G.W. Mercer

- annotations of 182 papers, fully indexed, \$2.00

INTERACTION OF ALCOHOL AND OTHER DRUGS (1972)

by E. Polacsek, T.H. Barnes, N. Turner, R.J. Hall and C.E. Weise

- annotations of 1500 papers, 78 key word indicators, fully indexed, \$17.50

INTERACTION OF ALCOHOL AND OTHER DRUGS: Supplement 1 (1973)

by T.H. Barnes and S.F. Price

- citations of 460 papers, 78 key word indicators, fully indexed, \$4.50

SOLVENT ABUSE: an annotated bibliography with additional related citations (1973) by C.E. Weise and S. Busse

- annotations of 273 papers, citations of 237 papers, 95 key word indicators, fully indexed, \$5.50

TERATOGENIC AND CHROMOSOMAL DAMAGING EFFECTS OF ILLICIT DRUGS (1973) by C.E. Weise and S. Busse

- annotations of 241 papers, citations of 135 papers, 64 key word indicators, fully indexed, \$5.50

DRUG USE AND DRIVING (1974)

by T.H. Barnes and S.F. Price

- citations of 321 papers, 81 key word indicators, fully indexed, \$4.50

AMPHETAMINES AND RELATED DRUGS: Clinical toxicity and dependence (1974) by Oriana Josseau Kalant and Harold Kalant

- annotations of 340 papers, citations of 462 papers, fully indexed, \$5.50

These bibliographies may be ordered from:

Marketing Services,
33 Russell Street,
Toronto, Ontario M5S 2S1